



TOWN of
WAKE FOREST

Code Complaint Form

For Office Use Only

Tax PIN: _____

Town Zoning: _____

Received By: _____

Case #: _____

Date: ____ / ____ / ____

Citizen's Name Observing Problem: _____
(Please print; must be legible)

Complaint Received: ☐ Phone ☐ Office ☐ Visit ☐ Field Inspection ☐ Mail/Fax/Email

Location of Problem

Street name, number or identifying landmarks, and directions (be very specific; attach a drawn map if necessary.)

Type of Problem Has Been Observed (Check appropriate box then describe in detail.)

☐ Signage ☐ Vehicular ☐ Undue Growth ☐ Unsafe Structure ☐ Other

Can Problem Be Seen From Public Right-of-Way? ☐ Yes ☐ No

Date Problem Was Observed: _____

☐ Photographs Attached (Preferably dated. Please note that any photographs submitted will not be returned.)

If Problem is not on your property, please fill out the box below (if known).

Property Owner's Name: _____

Address: _____

Signature: _____

Address: _____

Telephone#: _____

***Please note that by submitting this form, all information becomes public record.
Form must be complete.***

Please Return To:

Town of Wake Forest, Department of Planning & Inspections
301 South Brooks Street
Wake Forest, NC 27587-2901
Phone: (919) 435-9510 / Fax: (919) 435-9539